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Standards for school maintenance, pupil transportation, and food service are discussed within the larger scope of standards for Georgia school systems. The school plant, the library, and school food service are discussed under the heading of standards for public schools. Eight to ten criteria are listed for each category with either an R, E,, or D shown to designate required, essential, or desirable in order to determine whether a school system or a single school meets the state standards. A table of minimum plumbing fixture requirements is included. (NI)

JACK P. NIX - STATE SUPERINTENDENT OF SCHOOLS

STANDARDS FOR PUBLIC SCHOOLS OF GEORGIA

EF002098

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April, 1968

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A committee of professional school people from the public schools of the state has been appointed by Superintendent Jack Nix. This committee, whose membership is shown below, will be invited to meet two or three times annually with the Standards Council. It is hoped that the members will bring "feed-back" from local schools and special interests groups to their meetings with the Council.

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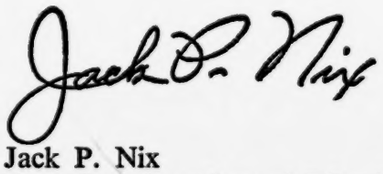
FOREWORD

State law places upon the State Board of Education the responsibility for establishing and enforcing minimum Standards for the operation of all phases of public school education in Georgia. After long and careful study by members of the Board, by the professional staff of the State Department of Education, and by distinguished Georgia educators and laymen, the first comprehensive standards for the operation of Georgia's schools were adopted unanimously by the State Board in regular session, April 1966.

The State Board of Education directed the Department of Education to apply the standards on an official basis during the school year 1967-68. The Board asked the Department of Education to report the findings early in the calendar year 1968. In light of this report, the Board adopted a revision of the standards in its meeting of February 21, 1968. This booklet includes these revisions, as well as the interpretations issued for the 1967 edition of Standards.

We now have standards for the public schools in Georgia of a comprehensive nature which represent the very best thinking and planning possible. We now know more about the public schools in this state than we have ever known and than perhaps any other state has ever known. The state and the local system can use this body of information to help in raising the level of quality education in the state.

The State Board of Education's standards can serve as an excellent instrument in a cooperative effort between the state and local systems in achieving quality education.



Jack P. Nix
State Superintendent of Schools

THE STANDARDS INSTRUMENT—
ITS COMPOSITION AND USE

The format of this Standards instrument has been simplified to the greatest possible extent. There are two sections of the instrument: Section I deals with Standards applicable to school systems; Section II deals with standards applicable to individual schools. The school section (Section II) is applicable to any type of school organization. In those instances where one or more items are pertinent only to a particular type of organization this fact is duly noted. Schools for which a given criterion is not pertinent should answer N/A (not applicable).

Within the system section there are eight (8) Standards. Each Standard is stated immedately following the Standard number and title. Following each standard is the rationale which delineates the need for the existence of the Standard. There are varying numbers of criteria within the eight (8) Standards. These criteria determine the extent to which the system meets the Standard. The school section (Section II) is composed of ten (10) Standards which are similar in content and format to the system section.

There are three (3) categories of criteria, these are: (1)—**Required** criteria—designated by the letter **R.** Each system and school must respond affirmatively to all **R** criteria as a pre-requisite to being classified as Standard. (2)—**Essential** criteria—designated by the letter **E.** The total number of **E** items is shown in the accompanying table, together with the minimum number of **E** items within each Standard which must be answered affirmatively, along with all **R** items in order for a system or school to be classified as Standard. (3)—**Desirable** criteria—designated by the letter **D.** During the 1968-1969 year, no set number of **D** items must be answered affirmatively. It is hoped that all schools will strive to answer affirmatively to as many **D** items as possible. If an asterisk is shown by the category this means the criterion must have documentary evidence to be answered affirmatively.

The tables on the opposite page show the number of criteria by category within each individual Standard and the minimum numbers of Required and Essential criteria which must be answered affirmatively in order for the school or system to be classified as Standard.

SYSTEM SECTION

	Number of Criteria				Minimum Affirmative Responses	
	R	E	D	Total	R	E
Standard 1 Board of Education	5	5	2	12	5	3
Standard 2 Superintendent	4	2	4	10	4	1
Standard 3 Specialized Services	2	5	29	36	2	2
Standard 4 School Maintenance	0	5	6	11	0	3
Standard 5 Pupil Transportation	3	3	4	10	3	1
Standard 6 Fiscal Policies	2	2	3	7	2	0
Standard 7 School Food Services	1	9	4	14	1	3
Standard 8 Exceptional Children Services	0	0	54	54	0	0
Totals	17	31	106	154	17	13

SCHOOL SECTION

	Number of Criteria				Minimum Affirmative Responses	
	R	E	D	Total	R	E
Standard 1 Organization	9	9	6	24	9	3
Standard 2 Administration	3	5	4	12	3	3
Standard 3 Teaching Staff	4	3	6	13	4	1
Standard 4 Resource Staff	1	2	23	26	1	1
Standard 5 School Plant	3	5	30	38	3	3
Standard 6 Fiscal Policies	7	1	0	8	7	0
Standard 7 Library	1	5	15	21	1	2
Standard 8 School Food Service	1	5	7	13	1	3
Standard 9 Interscholastic Activities	7	4	0	11	7	3
Standard 10 Curriculum	7	22	33	62	7	10*
Totals	43	61	124	228	43	29

*Elementary schools must answer only 8 "E" criteria affirmatively.
If summer school is offered for credit, a minimum of 14 affirmative "E" responses is required, resulting in a total of 33.

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I SCHOOL SYSTEM STANDARDS

A. THE BOARD OF EDUCATION

Standard 1

The board of education of a school district shall be composed of a representative group of local citizens, appointed or elected in keeping with the applicable provisions of law. The board of education is responsible for the management and control of the public schools in the school district.

RATIONALE: The public schools of a state belong to the people of that state. The state legislature delegates to local school communities and districts many of the powers of the legislature in educational affairs. The management and control of any public school system is vested by law in a board of education. It is incumbent upon the board of education, as representatives of the residents of the district: to provide an educational program of high quality that meets the needs of the students; to adopt business-like administrative practices which contribute to efficiency, economy, and quality in the operation of the school system; and to adopt a sound plan of school organization.

CRITERIA:

R _____001. The board of education assumes the responsibility of providing an **educational program of high quality** that meets the needs of the local community.

R* _____002. A written **statement of philosophy and purposes** has grown out of a thorough study of those educational beliefs and principles which give direction to the program of the *school.*

D _____003. The written **statement of** philosophy and purposes, takes into consideration the elements of **cultural, health, occupational,** and **recreational opportunities** of the local community and state.

D _____004. The written **statement** of philosophy and purposes is **reviewed** annually **and revised** as needed to meet changing needs in the local community and state.

R _____005. The system **board** of education, under the leadership of the superintendent and his staff, **develops policies** for the school system. The policies include (but are not limited to) statements related to personnel, administration, ethics, the program of education, fiscal matters, procurement of instructional materials and equipment, student activities, school plant, school food services, and transportation. (Exception: Systems that do not provide transportation are not required to have policies on transportation.)

*Document

E _____**006.** The **policies** are **compiled** and recorded in a special handbook on policies.

E _____**007. Copies of** the board **policies are filed in each principal's office and** in **each school library** for information and for use by anyone needing this information.

E _____**008. Each employee** is **furnished a** copy of the **personnel policies** which are appropriate to his employment.

E _____**009.** All **policies** of the board are **studied and revised as needs arise.**

E _____**010.** The **board** of education **has adopted,** by official action and upon recommendation of the administrative staff, **a plan of organization** for the instructional program in its school system.

R _____**011.** The number of **teachers earned in grades 1-8 are used in those grades** and **the number earned in 9-12 are used in those grades,** and in each instance they are used in the school where earned and allotted. (Teachers may be transferred to follow transfer students).

R _____**012.** All official **meetings** of the board of education are **open to** the **public.**

	Number of Criteria				Minimum Affirmative Responses	
	R	E	D	Total	R	E
Standard 1						
Board of Education	5	5	2	12	5	3

B. THE SUPERINTENDENT

Standard 2

The superintendent is selected as provided by law and is responsible for the successful functioning of the school system.

RATIONALE: The board of education delegates executive and administrative functions to the superintendent, and he serves as the executive officer of the board of education. The superintendent delegates responsibility; communicates effectively with community leaders and staff; analyzes with the assistance of the professional staff, the needs of all students; develops a program to meet those needs; develops and coordinates in-service education programs for staff growth and development; and utilizes all available resources for the improvement of the school program.

CRITERIA:

R _____**001.** The **superintendent** is the **executive officer** of the board of education.

R _____**002.** The superintendent has the **responsibility for administering** and enforcing the **policies, rules, and regulations** of the board of education.

D _____**003.** The **superintendent** has the responsibility for making **recommendations** for action by the board of education **on all policy matters** related to the operation of the schools.

E _____**004.** The superintendent has the responsibility for the **nomination** of all **the staff** to the board of education.

R _____**005.** The **superintendent holds a master's degree** and the professional administrator's certificate, as a minimum. (Superintendents who are exempt from this requirement by provision of law may answer N/A to this criterion.)

D _____**006.** The **superintendent holds the six-year (A6) administrator's certificate.**

D _____**007.** The **superintendent** in systems of 10,000 A.D.A. or more, holds the **earned** doctorate degree in educational administration. (N/A if the system has fewer than 10,000 ADA).

E _____**008.** The **superintendent** is paid on the basis of a salary schedule which provides for a **higher monthly and annual rate** than for any other member of the staff of the school system.

R _____**009.** The **superintendent** is **appointed by, and has** a written **contract with the board of education.** (N/A if elected by the qualified voters of the school district.)

D _____**010.** The **superintendent seeks to increase his professional competence** by participating actively in professional organizations and appropriate inservice education programs.

	Number of Criteria				Minimum Affirmative Responses	
	R	E	D	Total	R	E
Standard 2						
Superintendent	4	2	4	10	4	1

C. SPECIALIZED SERVICES

Standard 3

The school system provides those specialized supporting services which are vital to the most successful fulfillment of the administrative and instructional goals of the school district.

RATIONALE: The organization and administration of a school district is a complex undertaking. Increasingly, research and experience have shown that the individual needs of students are so diversified that the

classroom teacher must have the assistance and support of many specialized services if the students' needs are met. Each school district must determine the kinds of administrative and instructional services.

CRITERIA:

D _____**001.** The school system has an **organizational chart** which shows clearly the lines of responsibility and authority for each staff member.

D _____**002.** **All personnel have job descriptions** which outline their duties and working relations.

R _____**003.** **All** professional **personnel** are under **written contract** with the board.

E _____**004.** Each professional staff member participates in **appropriate in-service education programs.**

D _____**005.** The **system** has a school **business administrator.**

D _____**006.** The school **business administrator holds** a **bachelor's degree.** (N/A if 005 answer is negative.)

D _____**007.** The school **business** administrator holds a **master's or doctor's degree** in either business education or business administration. (N/A if 005 answer is negative.)

E _____**008.** The system has the **services of** a **Visiting Teacher** who holds either the DVT-4 or VT-5 certificate.

D _____**009.** The system has the services of a professionally certificated **Visiting Teacher for each 5,000 students** or major fraction thereof.

D _____**010.** The system has the services of a professionally certificated Associate School Psychologist (SP-6) or a School Psychologist (DD-7) if it has a student enrolment of 5,000 or more. Systems with fewer than 5,000 enrolment have half-time equivalent services.

D _____**011.** The system has the services of a School Psychometrist (PM-5) or (BPM-5) or Associate School Psychologist (SP-6) or School Psychologist (DD-7) in a ratio of 1 to 7,500 student enrolment.

D _____**012.** The school **system provides** a program of **adult education** on elementary and secondary school levels.

D _____**013.** The **system provides** time for a professional **staff member** to coordinate, **supervise,** and promote **adult education.**

D _____**014.** The program for **adult education** is **based** on the academic, general and/or vocational **needs** and interests of the people, the local community, and state.

D _____**015.** If the system has 200 or more teachers, an **assistant** to the **superintendent** is employed who is responsible for the

instructional program. (N/A if the system has fewer than 200 teachers.)

E _____016. If the system has 500 or more teachers, an **assistant superintendent** is **employed** who is responsible for the instructional program. (N/A if the system has fewer than 500 teachers.)

D _____017. There is a staff of curriculum **specialists** in the **ratio of 1:50 teachers** who serve as resource persons to teachers in all schools. (N/A if the system has fewer than 50 teachers.)

E _____018. Each resource person on the instructional staff **has** at least a **master's degree** in his field and professional certification.

D _____019. The system has the services of a **curriculum director** who holds the CD-5 (or CD-6) certificate.

CONSULTATIVE SERVICES* ARE PROVIDED IN THE FOLLOWING AREAS OF INSTRUCTION:

*(The consultant in each of the areas from D-020 through D-034 must hold a professional five-year certificate).

D _____020. Art
D _____021. Health and Physical Education
D _____022. Language Arts
D _____023. Mathematics
D _____024. Music
D _____025. Science
D _____026. Library
D _____027. Guidance
D _____028. Social Science
D _____029. Special Education
D _____030. Foreign Languages
D _____031. Industrial Arts
D _____032. Business Education
D _____033. Vocational-Technical Education
D _____034. Adult Education

E _____035. The administrative staff at the system level has availed itself of the technical and academic services of the ETV unit, of the State Department of Education.

R _____036. The local curriculum guides provide assistance for proper utilization of ETV programs which are available and for services of the ETV unit of the State Department of Education.

	Number of Criteria				Minimum Affirmative Responses	
	R	E	D	Total	R	E
Standard 3 Specialized Services	2	5	29	36	2	2

D. SCHOOL MAINTENANCE

Standard 4

The school system shall have a planned program of maintenance and custodial care for all school plants (including buildings and grounds).

RATIONALE: Efficient operation of any school system demands a planned program of maintenance and custodial care for all buildings and school sites. Such a program is necessary because the quality of the instructional program is dependent on the physical environment in which the program operates, and for the protection of school property.

CRITERIA:

E _____**001.** **Each** school **building** has been **inspected** either during or since 1966 **and given a satisfactory rating** by the Office of School Plant Services, State Department of Education.

D _____**002.** After their first year of service all **custodial employees have certificates of training** based on training courses offered by the State Department of Education.

E _____**003.** The **system has** a **maintenance staff** charged with the responsibility of keeping buildings in good repair. (Contractual services may be used rather than a maintenance staff.)

D _____**004.** A **maintenance schedule** has been **established** which provides for painting and other maintenance activities at reasonable and regular intervals.

E _____**005.** **Heating plants** are **inspected** at least **annually** by competent personnel and are maintained in safe operating condition at all times.

D _____**006.** All buildings have **sufficient insurance coverage** (including protection against fire and other hazards) to insure replacement of the facility in the event of damage or destruction.

D _____**007.** School **grounds** are **properly graded, hazardous obstacles** are **removed,** provision is made for adequate drainage, and there is a master program for landscaping.

D _____**008.** **Play areas** are **treated regularly** to reduce dust and provide safe, attractive recreational areas.

D _____**009.** The **number of custodians** assigned to each school is determined on the basis of **one** custodian **for each eight teachers.**

E _____**010.** **Buildings** and/or classrooms constructed since 1952 **conform to** State **Law, and meet standards** of the State Board of Education.

E _____**011.** **Plans** for units of any physical plant constructed since 1952 **were approved** by the State Department of Education

as required by State law. (N/A if no construction has been completed since 1952.)

	Number of Criteria				Minimum Affirmative Responses	
	R	E	D	Total	R	E
Standard 4						
School Maintenance	0	5	6	11	0	3

E. PUPIL TRANSPORTATION*

Standard 5

The transportation system shall be operated in compliance with requirements of law and State Board policies, and shall be adequate for the needs of the pupil population to be served.

RATIONALE: The transportation service has an important contribution to make to the success of the program of instruction. A properly administered program is basic to an effective and sound pattern of organization, and will materially affect any plan of school consolidation.

CRITERIA:

E _____ **001.** **Surveys** of transportation needs are **made** at regular intervals **on** a **schedule recommended by** the **State Department of Education.** Each system must have a survey at least once every three years, and in those systems which are showing rapid growth the interval may be either one or two years.

E _____ **002.** A **systematic program** of school **bus maintenance and** a regular schedule of bus **replacement** have been established.

R _____ **003.** **Buses** are **purchased** under **competitive bidding** using procedures and specifications prescribed by the State Board of Education.

R _____ **004.** **No buses** are **loaded** at any time in excess of 20% above the rated capacity of the bus.

R _____ **005.** All bus **drivers have** regular physical **examinations and** are **retired** from service at age 65, **in accordance with State Board policy.**

D _____ **006.** **Bus routes** are established so that **no elementary child** is required to ride more than **one hour to or from school,** and **no high school child** is required to ride **more than 1½ hours** each way.

D _____ **007.** The pupil **transportation** system is **operated within** the **MFPE funds allotted** for transportation.

E _____ **008.** All applicable **policies of** the **State Board** of Education and the Georgia Department of Public Safety are **made** a **part of local** system **policies** governing the transportation sys-

*This entire Standard is N/A for independent school systems.

tem. (All State Policies take precedence over local ones, unless the local policy strengthens the State policy.)

D _____**009.** The local **Board** of Education **owns** its **transportation equipment.**

D _____**010.** The local **Board** of Education **operates** its own **bus maintenance facilities.**

	Number of Criteria				Minimum Affirmative Responses	
	R	E	D	Total	R	E
Standard 5						
Pupil Transportation	3	3	4	10	3	1

F. FISCAL POLICIES

Standard 6

The school system board of education shall establish and maintain sound fiscal policies governing practices in the central office and in each local school.

RATIONALE: Fiscal practices in the central office as well as in the local school should be such as to deserve the confidence of citizens of the district and to insure sound money management at all levels. (State law prohibits deficit financing.)

CRITERIA:

D _____**001.** A program of **property re-valuation** has been carried out by professional appraisers and there is a planned, continuous program for up-dating the digest.

R _____**002.** Provision is made for **local financial support** to provide the required local effort as a **minimum.**

D _____**003.** The local **tax base and tax levy produce** revenue which when added to State and Federal Funds provides a total expenditure of **$450.00 per child in A.D.A.** (Do not include NDEA and ESEA funds.)

D _____**004.** The **board** of education **uses** its **maintenance and operations levy for operation** of schools, leaving capital outlay needs to be met from local bond funds or special allocations of state and/or federal funds.

R _____**005. Budgetary practices conform to all requirements of** State **law.**

E _____**006.** The **system of financial accounting** is compatible with and has been **approved** by the **financial review services of** the **State Department** of Education.

E _____007. **Financial reports** are **made monthly** by the superintendent to the board of education.

	Number of Criteria				Minimum Affirmative Responses	
	R	E	D	Total	R	E
Standard 6						
Fiscal Policies	2	2	3	7	2	0

G. SCHOOL FOOD SERVICE

Standard 7

The school system shall have a school food service program which is nutritionally adequate, educationally effective, and financially sound.

RATIONALE: Sound nutrition contributes to the academic achievement and health of children. The system should therefore provide an effective Food Service Program.

CRITERIA:

D _____**001. A system** policy **provides** that **only those foods and beverages which promote desirable food habits** and which meet the child's school day nutrition needs may be obtained **during** the **school lunch** serving **hours.**

E _____**002. The system office implements** sanitation and safety **recommendations made by** the Georgia **Department of** Public **Health** in the inspection of individual schools.

E _____**003.** The system **Board** of Education **operates and controls** the school **Food Service Program.**

E _____**004.** The school **food service** program is **operated in accordance with state and local** food service regulations and **policies.**

E _____**005.** The system delegates ultimate **responsibility for administration** of the school lunch program to the school **principal.**

R* _____**006.** Written system-wide **policies on** purchasing and on **lunch prices** for pupils and adults, are **available to all schools.**

D _____**007. A** professionally **certificated person** is **employed** to give general supervision of the school lunch program.

E _____**008. A system salary schedule** is **available** for all school lunch personnel. (More than one pay level per position is permissive.)

E _____**009.** All school **food service personnel are employees of** the **system board** of education and participate in a retirement program. (Social Security will suffice.)

*Document

D _____**010.** School food service **managers** are **nominated by** the **principal** to the superintendent.

D _____**011.** As a minimum, the **Board** of Education **provides** and employs a **staff** of **one** certificated food service **director** and **one** full-time **clerk** for each twenty School Food Service Programs.

E _____**012.** The **system** provides, and **requires** participation in, a minimum of **one** State School Food Service approved **Training Course** for managers each year.

E _____**013.** **Financial management** of all **food service** programs is **controlled at** the **system level.**

E _____**014.** The system board provides for a systematic evaluation of all school food service programs.

	Number of Criteria				Minimum Affirmative Responses	
	R	E	D	Total	R	E
Standard 7						
School Food Services	1	9	4	14	1	3

H. SERVICES FOR EXCEPTIONAL CHILDREN

Standard 8

Each school system shall make provisions for the education of all exceptional children.

RATIONALE: The educational needs of exceptional children differ to such a degree and extent from those of most children that specialized instructional services must be provided. This group includes the mentally retarded (educable and trainable), the gifted, the emotionally disturbed, the visually handicapped, the impaired hearing, the speech and language impaired, those with special health problems, and the multihandicapped. The services of specialized personnel are necessary to identify and assess the educational needs of exceptional children. As there are variations in the individual needs and abilities within any group of children, especially exceptional children, then it follows that programs planned, materials selected, and procedures followed must be appropriate to their needs.

CRITERIA:

The system provides or has access to the following programs staffed by approved teachers at the **primary, intermediate,** and **secondary** levels in accordance with the policies of the State Department of Education.

D _____**001.** Educable Mentally Retarded

D _____**002.** Trainable Mentally Retarded

D _____003. Emotionally Disturbed
D _____004. Gifted
D _____005. Multi-Handicapped
D _____006. Visually Handicapped
D _____007. Impaired Hearing
D _____008. Hospital or Homebound
D _____009. Speech and Language Impaired

Facilities in the following areas meet the minimum standards of the State board of education:

D _____010. Educable Mentally Retarded
D _____011. Trainable Mentally Retarded
D _____012. Multi-Handicapped
D _____013. Visually Handicapped
D _____014. Impaired Hearing
D _____015. Speech and Language Impaired
D _____016. Emotionally Disturbed

Appropriate transportation is provided for:

D _____017. Educable Mentally Retarded
D _____018. Trainable Mentally Retarded
D _____019. Emotionally Disturbed
D _____020. Multi-Handicapped
D._____021. Visually Handicapped
D _____022. Impaired Hearing

Appropriate instructional materials and equipment is provided for:

D _____023. Educable Mentally Retarded
D _____024. Trainable Mentally Retarded
D _____025. Gifted
D _____026. Emotionally Disturbed
D _____027. Multi-Handicapped
D _____028. Visually Handicapped
D _____029. Impaired Hearing
D _____030. Hospital and Homebound
D _____031. Speech and Language Impaired

Appropriate transportation allowance is provided for the following itinerant services:

D _____032. Speech Therapist
D _____033. Hospital and Homebound Teachers
D _____034. Teachers of Hearing Impaired Students
D _____035. Teachers of Emotionally Disturbed

The system employs personnel with specialized competencies as a:

D _____036. Full-time Supervisor for Exceptional Children

D _____037. Part-time Supervisor for Exceptional Children

The system employs full time consultants with specialized competencies for:

D _____038. Mentally Retarded
D _____039. Visually Handicapped
D _____040. Gifted
D _____041. Multi-Handicapped
D _____042. Speech or Language Impaired
D _____043. Emotionally Disturbed
D _____044. Hospital or Homebound
D _____045. Impaired Hearing

The system employs part-time consultants with specialized competencies for:

D _____046. Mentally Retarded
D _____047. Visually Handicapped
D _____048. Gifted
D _____049. Multi-Handicapped
D _____050. Speech or Language Impaired
D _____051. Emotionally Disturbed
D _____052. Hospital or Homebound
D _____053. Impaired Hearing
D _____054. The system has an active Local Professional Advisory Committee for Exceptional Children, in accordance with the policies of the State Department of Education.

	Number of Criteria				Minimum Affirmative Responses	
	R	E	D	Total	R	E
Standard 8 Exceptional Children Services	0	0	54	54	0	0

SCHOOL ORGANIZATIONS DEFINED

1. **An elementary school is any school which includes any combination of grades 1 through 8, and is organized and administered as a separate unit.**

2. **A Junior high school is any school which includes grade 9 but does not include all grades such as a combination school. Any school labeled a Junior high which does not contain the ninth grade will be evaluated as an elementary school. Junior high schools must meet the same requirements as a Senior high school. *(See exception following the definition of senior high schools.)**

3. **A secondary (senior high) school is any school which includes grade 12 and any combination of grades from 7 through 12, and is organized and administered as a separate unit.**

   ***EXCEPTION — The curriculum requirements for Junior high and high schools may interchange between the two affected schools. Courses taken in the Junior high can be credited toward the requirements for the senior high school which the Junior high serves. Conversely, courses taught in the Senior high school can be credited for the Junior high school requirements.**

4. **A combination school is any school containing both elementary and high school grades. Usually these schools contain grades one through twelve. Combination schools must meet fully each applicable criterion, just as all other schools must do.**

II. STANDARDS FOR PUBLIC SCHOOLS

SCHOOL SECTION

A. ORGANIZATION

Standard 1

The school organization makes possible effective administration and supervision of a comprehensive program of education.

CRITERIA:

E _____**001.** The school is administered by a certificated, **full-time supervising principal.**

E _____**002.** The school has a certificated, **full-time assistant to the principal,** if it has an enrollment of 750 to 1499 students. (N/A for fewer than 750 students).

E _____**003.** The school has a **second** certificated, **full-time assistant** to the **principal** if it has an enrollment of 1500 students or more. (N/A for fewer than 1500 students).

E _____**004.** The school has the equivalent of a **full-time secretary.**

D _____**005.** The school has a **full-time secretary and a half-time clerical person if 25 to 35** full-time class-room **teachers are employed.** (N/A for fewer than 25 full-time teachers).

D _____**006.** The school has **one full-time secretary** and **one or more full-time clerical employees** if **more than 35 teachers** are employed. (N/A for fewer than 35 teachers).

R _____**007.** State allotted **teachers** are **assigned** to the school on the basis of **1:28 A.D.A.** for **grades 1-7** and **1:25 A.D.A.** for **grades 8-12.** (A more favorable ratio is permitted and encouraged).

E _____**008.** The enrollment excluding enrollment in classes for exceptional children provides a maximum **pupil-teacher ratio of 30:1, exclusive of supporting personnel,** such as, principals, counselors, and librarians.

D _____**009. Pupil enrollment** in any class in **grades one and two** is twenty-two **(22) or less.** (N/A if school does not contain grades one and two).

D _____**010. Pupil enrollment** in any self-contained classroom for **grades 1-7** is twenty-eight **(28) or less.** (N/A if school does not contain grades one through seven).

E _____**011. Pupil enrollment** in any self-contained classroom for **grades 1-7 is thirty-five (35) or less.** (N/A if school does not contain grades one through seven).

R* _____**012.** The length of the **school day** for students **in grades one through three is at least four and one-half hours,** exclu-

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sive of recesses and lunch periods. (N/A if school does not contain grades one through three).

R* _____013. The length of the **school day** for students **in grades four through twelve is at least six hours,** exclusive of recesses and lunch periods. (N/A if school does not contain grades four through twelve).

R _____014. The length of the **school year for students** is **at least 180 days.**

R _____015. The length of the **school year for teachers is at least 190 days,** including pre-planning and post-planning days.

R _____016. **All school activities are under** the **direct** and complete **control of** the **school administration.**

E* _____017. A copy of the **system-wide handbook for teachers,** which **sets forth** pertinent system **objectives,** and **policies,** is available to each professional staff member in the library and the principals office.

E _____018. **There is a** school **supplement to the** system-wide **handbook which sets forth pertinent school objectives,** and policies, **consistent with** those of **the system. A copy** of the supplement **is provided each staff member.**

E _____019. Each employee has a complete physical examination annually. The examining physician certifies to the school system superintendent that from a medical standpoint, the employee is qualified to perform his/her assigned duties. (The system will devise the certification form).

THE FOLLOWING ITEMS ARE PERTINENT TO THE ORGANIZATION IN JUNIOR HIGH AND SECONDARY SCHOOLS ONLY.

R _____020. **The length of each class period is at least 55 minutes gross and 50 minutes net** as a basis for credit. (Deviation may be mad for instructional innovations, such as team teaching, which require lengths of time which are at variance with this criterion, but the time should be equated with this minimum requirement).

R* _____021. The **plan of organization** adopted by the Board of Education for each secondary school **insures a minimum of twelve (12) classroom teachers in grades 9-12** excluding the principal, counselor, librarian and other supporting personnel. Ten teachers must be earned on ADA. Two teachers may be provided through local funds.

D _____022. Co-curricular club activities based upon the interests of students are provided.

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THE FOLLOWING ITEMS ARE PERTINENT TO ELEMENTARY SCHOOLS ONLY.

R _____**023. The school has not fewer than one state allotted teacher for each grade taught,** and not fewer than six teachers.

D _____**024.** There is a **minimum of three teachers** for each grade in this school.

	Number of Criteria				Minimum Affirmative Responses	
	R	E	D	Total	R	E
Standard 1 Organization	9	9	6	24	9	3

B. ADMINISTRATION (Qualifications and duties of Principal)

Standard 2

The school has a certificated principal appointed by the board of education upon nomination of the superintendent. The superintendent and board of education delegates the responsibility for the effective operation of the school to the principal, who is the administrative and supervisory officer of the school.

RATIONALE: The principal: provides leadership for the development of the educational program; manages the school plant and the school's business operations; interprets the school to the community; maintains desirable public relations; and delegates responsibility as required.

CRITERIA:

R _____**001.** The **prinicipal holds** the **five-year certificate** in school administration.

D _____**002.** The **principal holds** the **six-year certificate** in school administration.

D _____**003.** The **principal holds** the **earned doctorate degree** in school administration.

R _____**004.** The **principal is paid a salary which provides for a higher** monthly and annual **rate than any other member** of the school staff.

R _____**005.** The **principal is under written contract** to the system Board of Education.

E _____**006.** The **principal supervises** the **instructional program.**

E _____**007.** The **principal supervises** the **guidance services.**

E _____**008.** The **principal supervises** the **health services.**

E _____**009.** The **principal supervises** the **school food service.**

E _____**010.** The **principal evaluates programs, personnel** and **services.**

D _____011. The **principal and assistant principal(s) devotes at least 50 per cent of his (their) time to supervision** of instruction, including classroom visitation.

D _____012. The **principal actively participates** in **professional organizations, in-service activities, and formal course registrations.**

	Number of Criteria				Minimum Affirmative Responses	
	R	E	D	Total	R	E
Standard 2						
Administration	3	5	4	12	3	3

C. TEACHING STAFF (Qualifications and assignments of Teachers)

Standard 3

The school is staffed by certificated teachers capable of meeting the varied educational needs of the students. Each teacher is appointed by the board of education upon nomination by the superintendent. Each teacher is responsible for a successful instructional program in his classroom.

RATIONALE: Quality in the instructional program is made possible by teachers who: apply the principles of child growth and development and demonstrate creative approaches to teaching; stimulate interest in learning; have a knowledge of teaching materials and show versatility in their use; and have interest in and respect for children.

CRITERIA:

E _____**001. All teachers hold** at least the **bachelors degree and a professional** (or provisional) **certificate** appropriate to their teaching fields.

(a) Teachers who hold a certificate based on less than a degree may meet this criterion if they complete ten quarter hours study toward certification at the fourth year level during the preceding twelve months from September 1st to August 31st.

(b) Teachers who are issued permits or licenses by the Division of Vocational Education to work in trade and industry programs may be accepted as meeting this criterion.

The following definition for teaching in field is applicable **to** criterion 001 and criteria 010 and 011.

1. Persons holding an elementary certificate must teach in grades 1-8 or any combination of such.
2. Persons holding middle grades, or 7 - 8 - 9 certificate, must teach in one or a combination of grades 7 - 8 - 9.

3. Persons who hold high school certificates must teach in grades 7 - 12. They must teach at least three classes in the field for which they are certificated and must have at least ten quarter hours work in any other subject which they teach.
4. These regulations apply to all personnel who are required under law to hold a certificate (including a long-term assigned supply teacher).

R _____**002. All teachers are paid on** the **basis of a minimum salary** schedule designed for all teachers employed in the system.

R _____**003. Teachers are paid only by** or through **the Board of Education** for services rendered.

D _____**004. The school board has a policy which provides salary increments** for teachers who participate in board approved "professional improvement activities". (Such as, but not limited to, travel and approved professional meetings.)

R _____**005.** All **teachers** are **under written contract.**

D _____**006.** At least **30%** of the teachers **hold** the **five-year** professional **certificate.**

D _____**007.** At least **20%** of the teachers **hold** the **five-year** professional **certificate.**

E _____**008.** At least **10%** of the teachers in the elementary school **hold** the **five**-year professional **certificate.** (N/A for Jr. High and High Schools).

E _____**009.** At least **20%** of the teachers in the Jr. High **and or** high school **hold** the **five-year** professional certificate. (N/A for Elementary Schools).

R _____**010.** A minimum of **95%** of all teachers are teaching **in their area of certification.** (If this can be answered affirmatively system-wide—each school may answer affirmatively).

D _____**011. All teachers** are **teaching only in** the **field**(s) **in which they are certificated.**

D _____**012. Preparation and teaching in two general subject matter areas is the maximum required of any** individual **teacher.** (N/A for Elementary Schools).

D _____**013.** In departmentalized elementary schools, **preparation and teaching in two** general subject matter **areas is** the **maximum required** of any individual teacher. (It is desirable, however, that teachers in departmentalized elementary schools be assigned teaching solely in the field(s) of certification.) (N/A for Jr. High and High Schools).

	Number of Criteria				Minimum Affirmative Responses	
	R	E	D	Total	R	E
Standard 3 Teaching Staff	4	3	6	13	4	1

D. RESOURCE STAFF (Availability and use of)

Standard 4

System-wide administrative and instructional supporting services are available to and used by the school.

RATIONALE: To provide the most effective educational program, the school teaching and administrative staff must have the support of administrative and instructional services.

CRITERIA:

Teachers have available and utilize the consultative services of resource personnel in the following areas.

ADMINISTRATIVE SERVICES

E _____**001. Curriculum**
E _____**002. Visiting Teacher**
D _____**003. Food Service or Nutrition**
D _____**004. Transportation**
D _____**005. Plant Maintenance & Operation**
D _____**006. Business Administration**

INSTRUCTIONAL SERVICES

D _____**007. Art**
D _____**008. Health & Physical Education**
D _____**009. Language Arts**
D _____**010. Mathematics**
D _____**011. Music**
D _____**012. Science**
D _____**013. Library**
D _____**014. Guidance**
D _____**015. Social Science**
D _____**016. Special Education**
D _____**017. Foreign Language**
D _____**018. Industrial Arts**
D _____**019. Vocational Education**
R _____**020.** The **secondary school has a full-time, certificated, guidance counselor.** (N/A for elementary schools).
D _____**021.** The **elementary school has a full-time, certificated, guidance counselor.** (N/A for secondary schools).
D _____**022.** The **school employs a full-time, certificated guidance counselor for each 500 students or** major **fraction thereof.**
D _____**023. Physical space and provision in scheduling are allowed** for group guidance and counseling; e.g., group orientation, test interpretations, exploring occupational units.
D _____**024.** An organized **testing program,** which has been ap-

proved by the State Department of Education, is provided. THE FOLLOWING ITEMS ARE PERTINENT AT THE SECONDARY SCHOOL LEVEL ONLY.

D _____**025.** Provision is made to insure a **follow-up study of each drop-out and each graduate, annually, for the three years** immediately following drop-out or graduation. (N/A for elementary and Jr. High Schools).

D _____**026.** **Analysis** is **made of** the **data collected** in the follow-up study of drop-outs and graduates. A procedure exists for translating this analysis of data into an action program for updating curriculum and revising teaching methods. (N/A for elementary and jr. high schools).

	Number of Criteria				Minimum Affirmative Responses	
	R	E	D	Total	R	E
Standard 4						
Resource Staff	1	2	23	26	1	1

E. SCHOOL PLANT (Equipment, facilities, operation and site)

Standard 5

The school plant is adequate for the program offered and the enrollment housed. It has the necessary classrooms, laboratories, library facilities, space for physical education, and food service facilities, and the site is landscaped to enhance aesthetic values.

RATIONALE: For a school program to function with maximum effectiveness, the physical plant in which it is housed should be planned to meet the special needs of the program and designed to meet the minimum standards required by the State Board of Education. The school plant provides physical facilities to support the total educational program and provide for the health, comfort, and safety of children and staff.

CRITERIA:

D _____**001.** All **classrooms** are **equipped with running water, storage facilities,** and a **minimum** of **16 feet of chalkboard and 16 feet of tackboard space.**

D _____**002.** **Electrical outlets and darkening equipment are included in** all **instructional areas** to permit adequate use of projection and other audio-visual equipment.

E _____**003.** The **building is equipped for educational television** with the necessary outlets to make educational television available to all instructional areas. (N/A if the school cannot receive State ETV signals).

D _____**004.** The **school has** a functional **master antenna system for ETV.**

E _____005. **Audio-visual equipment is** readily **available** and accessible as needed. Included are such standard items as projectors (film, film strip, slide, opaque, and overhead), tape recorders, and record players.

E _____006. The **heating plant or plants is/ are adequate** in design and capacity to meet the maximum heating design conditions of the school facilities.

D _____007. The **cooling plant or plants is/are adequate** in design and capacity to meet the maximum design conditions of the school facilities. (N/A if the school does not have central air conditioning).

E _____008. **Rest-room space and facilities are scaled** appropriately for the grade level assigned.

R _____009. The **number of sanitation and plumbing fixtures meet minimum criteria** of the State Board of Education. (See chart on page 45).

R _____010. Proper **operation of all sanitation and plumbing fixtures is maintained** at all times by inspection and repair.

R _____011. **Exits of all units of the** physical **plant meet** the **requirements** of the Building Exits Code of the Georgia Safety Fire Laws and certificates of occupancy for all buildings have been obtained from the office of the State Fire Marshal, and are displayed in the appropriate building.

D _____012. A **separate music room is provided** for instrumental and choral music, with adequate space for the storage of sheet music and instruments and minor instrument maintenance.

D _____013. An **art-service room is available** to each teacher and is maintained and supervised at the school level. The art-service room has work space and storage space for art supplies and equipment.

D _____014. **Display space** for both two-and three-dimensional art work is located **throughout** the **school areas.**

D _____015. The **school has,** or has access to, **facilities for** an effective program of **industrial arts education,** including utilities, laboratory storage space, finishing room, and classroom. (Minimum total space requirement of 3,500 square feet. Schools with 750 A. D. A. should have 5,000 square feet or more).

D _____016. The **remedial reading program is housed** in specially equipped laboratory space.

The school has, or has access to, facilities for all exceptional children in accordance with **requirements** described in **A Guide for Planning and Construction of School Facilities in Georgia for:**

D _____017. Educable Mentally Retarded

D _____018. Crippled

D _____019. Multi-handicapped
D _____020. Visually Handicapped
D _____021. Trainable Mentally Retarded
D _____022. Impaired Hearing
D _____023. Speech and Language Impaired
D _____024. Emotionally Disturbed
D _____025. Behaviorally Disordered
D _____026. Visually impaired (blind and partially sighted)
D _____027. Hospital and home instruction

NOTE: 017./027. ARE N/A IF NO PROGRAM EXISTS IN THE SCHOOL SYSTEM.

D _____**028.** The **gymnasium** or multi-purpose room **is of sufficient size** to accommodate the largest class in physical education to be served at one time.

D _____**029.** The **school has showers, dressing rooms,** and **recreational equipment storage areas.**

D _____**030.** The **playground** has been **developed and equipped** to provide safe, protected play areas free from all hazardous objects.

D _____**031.** The **administrative suite makes** adequate **provision** for the principal and his staff.

D _____**032.** The **student assembly room** will comfortably accommodate a minimum of **50%** of the **student body** at one sitting.

D _____**033.** The **acoustical properties** of the assembly room permit a person with normal hearing, sitting in any part of the room, to hear without effort any discussion or conversation. (It is recognized that amplification may be needed in larger areas.)

D _____**034.** As a **minimum, one full-time custodial employee** (janitor or maid) is employed for each eight teachers in the school.

D _____**035.** After their first year of service **custodial employees have certificates** of training based on training courses offered by, or approved by, the State Department of Education.

D _____**036.** The **maintenance** and **custodial staffs are provided** with the space, equipment, and utilities essential to insure clean, safe and functional working conditions for all children and teachers.

D _____**037.** The elementary school has classrooms and auxiliary facilities to provide for **three teachers to a grade as a minimum.** (N/A for jr. high and high schools).

E _____**038.** Classrooms for grades 1 and 2 met the space and facilities requirements of the State Board of Education

which were applicable at the time of their construction. (N/A for all grades except one and two).

	Number of Criteria				Minimum Affirmative Responses	
	R	E	D	Total	R	E
Standard 5 School Plant	3	5	30	38	3	3

F. FISCAL POLICIES

Standard 6

Each school employs sound fiscal practices in accordance with law and policies of the state and local boards of education.

RATIONALE: Good school administration, as well as provisions of State Law and Policies of the State Board of Education, dictates that fiscal practices insure sound money management. (Good school business administration is necessary in all phases of the school program.)

CRITERIA:

R _____**001.** All school sponsored **fund-raising** activities are approved **in advance** by the system board of education and conform to policies of the state board of education.

R _____**002.** The **principal** has supervision of all **fund-raising** activities in the school.

R _____**003.** The **principal is bonded** as prescribed by law (Code Section 32-820) in an amount sufficient to provide adequate protection for all funds collected in the school.

R _____**004.** All **receipts** are handled **through** the **principal's office.** (If receipts are handled through the central office for the school system, the school will answer "yes" to this criterion.)

R _____**005.** The system of **record keeping conforms** to and is compatible with the system provided by the State Department of Education.

R* _____**006.** The **principal maintains adequate records** of all funds collected in the school. He makes a complete financial report to the superintendent at least quarterly.

R* _____**007. Financial records maintained by** the **principal** are audited at least annually. This audit may be made by any competent book-keeper who is not a staff member of the school being audited. Copies of the audit are available for inspection by representatives of the State Department of Education or by the general public.

E _____**008. School personnel responsible** for fund collection, disbursement, and accountability are furnished written instructions by the system office for financial accounting.

*Document.

	Number of Criteria				Minimum Affirmative Responses	
	R	E	D	Total	R	E
Standard 6 Fiscal Policies	7	1	0	8	7	0

G. LIBRARY

Standard 7

The school shall have a library containing the quality, quantity and variety of print and non-print material to support the curricular offerings and to challenge individual pupils at their level of development.

RATIONALE: The school library is one of the basic requirements for quality education. The extent to which it provides for the research and enrichment needs of all pupils and classes helps to determine the degree of excellence achieved by the total school program.

CRITERIA:

E _____**001.** The school has a library (media center) which is used throughout the day for library purposes.

D _____**002.** **Adequate library space** is available. (For the first 500 students, the space requirement is 15% x A. D. A. x 25 square feet, plus workroom and storage area of at least 240 square feet. The formula for determining the additional square footage needed in schools having an enrollment in excess of 500 is 10% x A. D. A. in excess of 500 x 25 square feet and must include at least one conference room of 120 square feet.)

E _____**003.** The school has not less than 1,000 square feet in the library reading room plus 120 square feet in the workroom.

R _____**004.** The secondary school has a full-time, certificated librarian. (N/A for elementary schools.)

D _____**005.** The elementary school has a full-time, certificated librarian. (N/A for high schools.)

D _____**006.** The school has a full-time, paid clerical assistant in addition to the librarian if it has an enrollment of 700 to 999 students. (N/A for schools with fewer than 700 or more than 999 students.)

D _____**007.** The school has a second, certificated librarian if it has an enrollment of 1,000 to 1,499 students. (N/A for schools with fewer than 1,000 or more than 1,499 students.)

D _____**008.** The school has two-full-time paid clerical assistants

and two certificated librarians if it has 1,500 or more students. (N/A for schools with fewer than 1,500 students.)

D _____**009. Adequate space** in or **near** the **library** workroom area is **available** for storage of back issues of magazines. (The minimum recommended for small schools is 120 additional square feet with shelving to store three to five years back issues of magazines.)

D _____**010. Adequate space in** the **library** area is **available for** housing **audiovisual materials and equipment.** (The storage area will depend upon the equipment available for use in the school. A minimum in a small school would be 120 square feet in addition to magazine storage.)

D _____**011. Additional conference rooms, an office for the library, plus a library classroom** for group viewing and discussions **are available** in schools with an enrollment of 750 or more.

D _____**012.** The **library contains standard shelving for** a basic collection of **at least 5,000 books or 10 books per enrolled pupil,** whichever is larger, and for current magazines. (Standard shelving consists of three foot sections, no more than six feet in height with adjustable shelves which are nine or ten inches wide. Eight books can be shelved per running foot. Some sections should be partitioned for shelving picture books in elementary schools).

D _____**013. Individual** study **stations are provided,** and some are electronically equipped for viewing and listening.

D _____**014.** The **Library contains** a carefully selected **collection of print materials** of the quality and variety necessary to meet the curriculum and individual needs of pupils.

D _____**015.** The **library contains** a carefully selected **collection of non-print materials** of the quality and variety necessary to meet the curriculum and individual needs of pupils.

E _____**016.** The **library contains** at least **5,000 books or 10 books per enrolled pupil,** whichever is larger.

E _____**017. Professional materials** are available **for teachers.**

E _____**018.** The **materials are organized** for effective use based upon established library practices.

D _____**019.** The **collection of print and non-print media is evaluated each year** by the library staff and classroom teachers. (This evaluation is in terms of such qualities as the appropriateness of the content for each area of the curriculum, suitability of material to varying abilities of the pupils, accurate and up-to-date information, and the physical condition of the materials.)

D _____**020. Material** no longer useful **is discarded.**

D _____021. An accurate **inventory** of the collection **is maintained.**

	Number of Criteria				Minimum Affirmative Responses	
	R	E	D	Total	R	E
Standard 7 Library	1	5	15	21	1	2

H. SCHOOL FOOD SERVICE

Standard 8

The school shall have a food service program that meets school day nutritional needs of pupils.

RATIONALE: Sound nutrition contributes to the academic achievement and health of children. The school should therefore provide an effective food service program. The program should help pupils establish desirable food habits.

CRITERIA:

E _____**001. Pupil accounting** for school food service re-imbursement **is** the **responsibility of** the **Principal.**

D _____**002.** The **school has a school food service manager** who is a high school graduate or who holds a high school Equivalency Certificate issued by the State Department of Education.

D _____**003.** The school **food service manager has** satisfactorily **completed one or more "Training in Depth" Courses.**

D _____**004. In addition to** the full-time **manager,** the food service department has **a minimum of one** full-time food service **employee for each 100 meals** served or a major part thereof.

E _____**005.** The **schedule provides a minimum of 30 minutes for lunch.** This includes time to wash hands and insures that no student is required to stand in line more than five minutes for lunch.

D _____**006.** The lunch serving period **begins at 11:00 A.M.** or later, and all pupils are **served by 1:00 P.M.**

D _____**007. Space and equipment** for school food service **meets** the **minimum standards** of the state board of education.

E _____**008.** School food service funds are managed and **records** are **maintained** in accordance with **regulations** of the system Board of Education and the State Department of Education.

R _____**009.** The **school food service has been inspected** and given a satisfactory rating by the Health Department within the past twelve months. The Health Department check-list is displayed in the cafeteria.

E _____**010.** The school food service has on file a **current food handler's health certificate for each employee.** (This is in addition to the medical report filed by all school employees with the superintendent.)

E _____**011.** A nutritionally **adequate lunch is available** to all pupils, regardless of their ability to pay.

D _____**012.** Only **foods and beverages** which **contribute to** the child's **daily food needs** and promote the development of desirable food habits are available during the school lunch period.

D _____**013.** The **principal and manager advises with** a **Student Nutrition Committee** concerning pupil needs and the food service program. (N/A for elementary schools).

	Number of Criteria				Minimum Affirmative Responses	
	R	E	D	Total	R	E
Standard 8						
School Food Service	1	5	7	13	1	3

I. INTERSCHOLASTIC ACTIVITIES

Standard 9

School activities of an interscholastic nature shall complement and supplement the instruction program of the school.

RATIONALE: School activities of an interscholastic nature shall show evidence of being a part of the school's instruction program, controlled and conducted so as to be beneficial to the total development of both participating and non-participating students and the morale of the student body. Curriculum planning and development in the area of activities of an interscholastic nature should provide all students with opportunities for student experiences conducive to the development of civic responsibilities incumbent on membership in a reputable student body and through team effort and participation contribute to the leadership, character, skills, and the physical, social and emotional development of the individual student. Activities of an interscholastic nature should not be conducted at the expense of intramural programs or the balance of the school's curriculum.

CRITERIA:

(FOR GRADES 1 THROUGH 7)

E _____**001.** The school prohibits its students from engaging in interscholastic activities with other schools.

R _____**002.** The system board of education by policy statement assumes the responsibility for interscholastic activities in

grades 1 through 7 and imposes as a minimum the following limitations:

(a) The maximum number of games played in any sport must not exceed more than one-half the number of regularly scheduled games played by the high school varsity.

(b) Games played on Monday, Tuesday, Wednesday or Thursday must end prior to 6:00 P.M. "Only one day per week of the four days mentioned may be utilized by any school for participation in interscholastic activities." (If a school has more than one team, they may compete on Mondays, Tuesdays, Wednesdays, and Thursdays under the stipulations of sub-paragraph (b). No limitations are placed as to the number of teams that may participate on Fridays and Saturdays except as noted in sub-paragraph (c) below.)

(c) The school prohibits students from participating in any sport in a combination of games for any teams greater than the game limit set under sub-paragraph (a) for that sport season.

(d) The school prohibits its students from switching from one team to another so as to engage in more than one football game per week.

Note: The State Board of Education recommends that all elementary schools prohibit interscholastic activities.

The purpose of making criterion 002 a Required criterion is not to encourage participation by elementary schools but to assure that the limitations in (a) through (d) apply in all instances in which system boards permit interscholastic activities. The State Board strongly endorses and encourages good **intramural** programs. If the elementary school answers E-001 affirmatively, R-002 would be not/applicable for that school. (This would alleviate the necessity for the elementary school to answer this Required criterion in the affirmative.)

(FOR GRADES 8 THROUGH 12)

R _____**003.** There is a written policy statement of the system board of education governing interscholastic activities.

R _____**004.** Interscholastic activities of the school are under the supervision and control of the principal.

R _____**005.** Scheduling of interscholastic activities is accomplished by the principal and his designated staff member after careful consideration of the effect and impact of the activities upon the participants and the total school program.

R _____**006.** Each student who participates in athletic activities of interscholastic nature is subject to a medical examination before the regular seasonal instruction begins, and as often thereafter as is deemed necessary to protect the health and physical welfare of participating students. The examining physician must certify that the student is physically fit for such participation.

R _____**007.** The amount of time spent in instruction in the area of school activities of an interscholastic nature is of such duration as not to affect detrimentally the student's preparation for and performance of his or her scholastic endeavors. (Both the amount of physical energy expended and the amount of time consumed shall be taken into consideration in determining the length of such instruction.)

R _____**008.** Individual or group practice in activities of an Interscholastic nature is conducted after the end of the six-hour school day.

(The State Board of Education insists that practice shall not take place. "Practice" does not refer to the study and performance of music in an organized class such as chorus, orchestra, or concert band.

The school day must be organized for instruction of students and not for practice of extra-curricular activities.)

FOR ALL GRADES

Note: Answers to criteria 009, 010, and 011 may be based upon the intramural program where no interscholastic program exists.

E _____**009.** Clean sportsmanship, fair play, and wholesome relationships with competing schools are emphasized and enforced by the school, activity coaches, officials, judges, directors and/or others involved.

E _____**010.** The instruction program in the area of interscholastic athletics emphasizes the health hazards involved in the personal use of tobacco, alcohol, and habit forming drugs.

E _____**011.** The school provides students who participate in the instruction of and competition in athletic activities of interscholastic nature with standard equipment that is kept in good repair.

	Number of Criteria				Minimum Affirmative Responses	
	R	E	D	Total	R	E
Standard 9 Interscholastic Activities	6	4	1	11	6	3

J. CURRICULUM

Standard 10

A comprehensive school program is available to all students.

RATIONALE: A comprehensive school provides an instructional program which meets the abilities, needs, and interests of all students served by the school. A comprehensive program of studies offers in addition to common learnings and basic education skills, a variety of choices leading to occupational preparation either at the high school level or post-high school level.

GENERAL CURRICULUM REQUIREMENTS

R _____**001.** The **school** offers and **teaches annually** a minimum of **37 units of instruction** for credit. (N/A for grade 8 and below).

E _____**002.** The **school** offers and **teaches annually** a minimum of **42 units of instruction** for credit. (N/A for grade 8 and below).

D _____**003.** The **school** offers and **teaches annually** a minimum of **54 units of instruction** for credit. (N/A for grade 8 and below).

D _____**004.** Each curriculum area is correlated and integrated with other curriculum areas through planned activities and processes reflected in locally written guides, through faculty cross sectional planning. For example: (Homemaking, science and physical education teachers work together).

D _____**005.** There are individualized and specialized programs for students with special needs.

D _____**006.** The school is creative in testing innovations which appear promising.

SUMMER SCHOOL

(E 007 through E 012 are N/A in any school which does not offer summer school for unit credit).

E _____**007.** All teachers teaching in the summer school are employed by the system board of education and have a written contract, which contains the duties, responsibilities and remuneration of the teacher.

E _____**008.** The board pays the teachers a salary commensurate to his/her regular teacher salary, for a comparable quantity of work.

E _____**009.** The summer school is in session for a minimum of forty days of instruction. (A minimum of one and one-half hours of daily instruction is required to grant one-half unit of credit. Three hours of daily instruction is required to

grant one unit of credit. Four and one-half hours of daily instruction is required to grant one and one-half units of credit.)

E _____**010.** Students are regular and punctual in attendance.

E _____**011.** The school library is available with a certificated librarian on duty through-out each day of the summer session. Audio-visual equipment and materials also shall be readily available.

E _____**012.** In all courses requiring the use of a laboratory, lab equipment and supplies shall be readily available.

ADULT EDUCATION

D _____**013.** The school cooperates with a system-wide program of adult education. (Either it has a program of adult education or it actively promotes the system's program; i.e. provides information and encourages adults within its area to attend).

D _____**014.** The curriculum provides for vocational education and/or vocational training.

D _____**015.** The school provides space (and/or faculty) to assist either state or area vocational schools in offering special vocational courses to meet the needs of local industry.

CONTINUING EDUCATION

D _____**016.** The school offers evening courses for credit (leading toward graduation) for those qualified residents of the community who desire to complete the requirements for their high school diploma, and who are unable to attend the regular session.

E _____**017.** The continuing education program is subject to the same basic rules, regulations and procedures as the normal school program. (This applies to certified faculty members, units of credit, salaries of teachers, and length of instructional time.)

LANGUAGE ARTS

D _____**018.** Remedial Instruction—Language Arts. There is a corrective reading program for all students who are reading approximately one and one-half years below grade level on national norms.

MATHEMATICS

D _____**019.** Remedial Instruction—Mathematics. There is a corrective mathematics program for all students whose achievement is approximately one and one-half years below grade level on national norms.

SCIENCE

E _____**020.** More than 20 per cent of the time devoted to science

is used for students to investigate experiences in the laboratory or in the field.

D _____**021.** More than 40 per cent of the time devoted to science is used for students to investigate experiences in the laboratory or in the field.

D _____**022.** Students with special abilities in science are recognized through such activities as science clubs, projects and seminars.

FOREIGN LANGUAGE

D _____**023.** The audio-lingual approach, as recommended by the State Department of Education, is used for foreign language instruction.

CRITERIA 024 THROUGH 027 ARE APPLICABLE TO HIGH SCHOOLS, GRADES 9-12, ONLY.

D _____**024.** One foreign language is taught for three years.

D _____**025.** Two foreign languages are taught for three years.

D _____**026.** One foreign language is taught for four years.

D _____**027.** Two foreign languages are taught for four years.

ART

D _____**028.** There is a collection of representative student art work available for study and evaluation by teachers, supervisors, and administrators.

D _____**029.** A circulating collection of reproductions of art masterworks is available and in use.

D _____**030.** Original works of art by professional artists and students are exhibited in student areas of the school throughout the school year.

HEALTH AND PHYSICAL EDUCATION

E _____**031.** A certificated physical education instructor is in charge of all physical education activities.

E _____**032.** All students who are physically capable, participate in regularly scheduled health and physical education activities.

D _____**033.** A program is offered to those students physically unable to participate in the regular program.

D _____**034.** There are experiences that develop the motor skills of working, running, jumping, climbing, bending, stretching, and the more complex variations and contributions of these basic movements; rhythms, dances, group activities, games, and self-testing activities.

E _____**035.** Health education and safety are either taught in separate classes or as part of the physical education program.

CRITERIA 036 THROUGH 038 ARE APPLICABLE TO HEALTH AND PHYSICAL EDUCATION IN JUNIOR HIGH AND HIGH SCHOOLS ONLY.

E _____**036.** Instruction of girls and boys is by a professionally certificated physical education teacher of the same sex as the students being taught.

D _____**037.** Opportunities are provided for intramural sports.

D _____**038.** Lifetime recreation activities are introduced, such as tennis, badminton, bowling, and golf.

DRIVER AND SAFETY EDUCATION (N/A for grades 1 through 8).

D _____**039.** The driver education program is scheduled in the same manner as classes in other subjects. (This does not preclude scheduling in the regular term or summer school).

D _____**040.** A full semester course is required for a full driver education program. (To meet the minimum of 30 clock hours classroom and 6 clock hours behind-the-wheel instruction for each student enrolled, 90 classroom periods is needed to accommodate a class of 20-24 students.)

D _____**041.** Testing equipment to diagnose and study visual functions, reaction time, and other psycho-physical characteristics is available.

In criteria 042-060 the principal must respond to each criterion by carefully examining the subject matter areas appropriate for his school and determining whether the school meets the criterion in each area (or as outlined in the next paragraph.)

The school must meet every applicable area in order to receive a "yes" answer for each numbered "R" criterion. For "E" and "D" category criteria the school must meet only one-half of the applicable areas in order to receive a "yes" for each numbered "E" and "D" criterion.

R _____042. The school **offers and teaches annually** courses in the following subject matter areas.

Elementary

_____ 1 Language Arts
_____ 2 Mathematics
_____ 3 Science
_____ 4 Social Studies
_____ 5 Health & P.E.
_____ 6 Music
_____ 7 Art

Secondary

_____ 8 Language Arts
_____ 9 Mathematics

Secondary (Cont'd.)

_____10 Science
_____11 Social Studies
_____12 Health & P.E.
_____13 Music
_____14 Art
_____15 Foreign Language
_____16 Industrial Arts*
_____17 Home Economics
_____18 Chemistry
_____19 Physics
_____20 Biology

***NOTE: Industrial Arts will not be required during 1967-68 and 1968-69. This will become a requirement during 1969-70.**

E _____043. Content and Sequence. The content of each subject matter area is planned, varied, and organized on the basis of students' abilities, needs, and interests.

Elementary

_____ 1 Language Arts
_____ 2 Mathematics
_____ 3 Science
_____ 4 Social Studies
_____ 5 Health & P.E.
_____ 6 Music
_____ 7 Art
_____ 8 Foreign Language
_____ 9 Industrial Arts

Secondary

_____10 Language Arts
_____11 Mathematics
_____12 Science
_____13 Social Studies

Secondary (Cont'd.)

_____14 Health & P.E.
_____15 Music
_____16 Art
_____17 Foreign Language
_____18 Industrial Arts
_____19 Home Economics
_____20 Voc. Agriculture
_____21 Business Education
_____22 Chemistry
_____23 Physics
_____24 Biology
_____25 D. C. T.
_____26 Trade & Indus. Ed.
_____27 Distributive Ed.
_____28 Driver Training & Safety Ed.

E _____044. **Local Guide.** The content and organization of each subject matter area are contained in a written curriculum guide or guides developed by the staff of the school and/or school system. **(Note—if the answer to this criterion is negative, criteria 45, 46, 47, 55, 57 and 58 must also be answered negatively).**

Elementary

_____ 1 Language Arts
_____ 2 Mathematics
_____ 3 Science
_____ 4 Social Studies
_____ 5 Health & P.E.
_____ 6 Music
_____ 7 Art
_____ 8 Foreign Language
_____ 9 Industrial Arts

Secondary

_____10 Language Arts
_____11 Mathematics
_____12 Science
_____13 Social Studies
_____14 Health & P. E.

Secondary (Cont'd.)

_____15 Music
_____16 Art
_____17 Foreign Languages
_____18 Industrial Arts
_____19 Home Economics
_____20 Voc. Agriculture
_____21 Business Education
_____22 Chemistry
_____23 Physics
_____24 Biology
_____25 D. C. T.
_____26 Trade & Indus. Ed.
_____27 Distributive Ed.
_____28 Driver Training & Safety Ed.

E _____045. **Use of State Guide.** Each local curriculum guide reflects the major concepts, skills, and learning experiences in the subject matter area as identified in the appropriate state curriculum guide. (Explanation: This criterion should not be interpreted as requiring uniformity. It only requires that reasons for choosing alternate content or procedures are made explicit.)

Elementary

_____ 1 Language Arts
_____ 2 Mathematics
_____ 3 Science
_____ 4 Social Studies
_____ 5 Health & P.E.
_____ 6 Music
_____ 7 Art
_____ 8 Foreign Language
_____ 9 Industrial Arts

Secondary

_____10 Language Arts
_____11 Mathematics
_____12 Science
_____13 Social Studies
_____14 Health & P. E.

Secondary (Cont'd.)

_____15 Music
_____16 Art
_____17 Foreign Language
_____18 Industrial Arts
_____19 Home Economics
_____20 Voc. Agriculture
_____21 Business Education
_____22 Chemistry
_____23 Physics
_____24 Biology
_____25 D. C. T.
_____26 Trade & Indus. Ed.
_____27 Distributive Ed.
_____28 Driver Training & Safety Ed.

D _____046. **Guide Revision.** The local guides in each subject matter area are revised at least every five years to reflect current research and curriculum content changes.

Elementary

_____ 1 Language Arts
_____ 2 Mathematics
_____ 3 Science
_____ 4 Social Studies
_____ 5 Health & P. E.
_____ 6 Music
_____ 7 Art
_____ 8 Foreign Language
_____ 9 Industrial Arts

Secondary

_____10 Language Arts
_____11 Mathematics
_____12 Science
_____13 Social Studies

Secondary (Cont'd.)

_____14 Health & P. E.
_____15 Music
_____16 Art
_____17 Foreign Language
_____18 Industrial Arts
_____19 Home Economics
_____20 Voc. Agriculture
_____21 Business Education
_____22 Chemistry
_____23 Physics
_____24 Biology
_____25 D. C. T.
_____26 Trade & Indus. Ed.
_____27 Distributive Ed.
_____28 Driver Training & Safety Ed.

D _____047. **Utilization of Local Guides.** General use is made of the local subject matter guides by teachers for unit planning, teaching, and activities.

Elementary

_____ 1 Language Arts
_____ 2 Mathematics
_____ 3 Science
_____ 4 Social Studies
_____ 5 Health & P. E.
_____ 6 Music
_____ 7 Art
_____ 8 Foreign Language
_____ 9 Industrial Arts

Secondary

_____10 Language Arts
_____11 Mathematics
_____12 Science
_____13 Social Studies

Secondary (Cont'd.)

_____14 Health & P. E.
_____15 Music
_____16 Art
_____17 Foreign Language
_____18 Industrial Arts
_____19 Home Economics
_____20 Voc. Agriculture
_____21 Business Education
_____22 Chemistry
_____23 Physics
_____24 Biology
_____25 D. C. T.
_____26 Trade & Indus. Ed.
_____27 Distributive Ed.
_____28 Driver Training & Safety Ed.

R _____048. **Space Facilities.** The amount and arrangement of space facilities are adequate for the program in each instructional area as recommended in the **Guide for Planning and Construction of School Facilities in Georgia** in effect at the time the building was constructed.

Elementary

_____ 1 Language Arts
_____ 2 Mathematics
_____ 3 Science
_____ 4 Social Studies
_____ 5 Health & P. E.
_____ 6 Music
_____ 7 Art
_____ 8 Foreign Language
_____ 9 Industrial Arts

Secondary

_____10 Language Arts
_____11 Mathematics
_____12 Science
_____13 Social Studies

Secondary (Cont'd.)

_____14 Health & P. E.
_____15 Music
_____16 Art
_____17 Foreign Language
_____18 Industrial Arts
_____19 Home Economics
_____20 Voc. Agriculture
_____21 Business Education
_____22 Chemistry
_____23 Physics
_____24 Biology
_____25 D. C. T.
_____26 Trade & Indus. Ed.
_____27 Distributive Ed.
_____28 Driver Training & Safety Ed.

R _____049. **Equipment Facilities.** The necessary special equipment and fixtures for each subject matter area are available in adequate quantity and quality.

Elementary

_____ 1 Language Arts
_____ 2 Mathematics
_____ 3 Science
_____ 4 Social Studies
_____ 5 Health & P. E.
_____ 6 Music
_____ 7 Art
_____ 8 Foreign Language
_____ 9 Industrial Arts

Secondary

_____10 Language Arts
_____11 Mathematics
_____12 Science
_____13 Social Studies

Secondary (Cont'd.)

_____14 Health & P. E.
_____15 Music
_____16 Art
_____17 Foreign Language
_____18 Industrial Arts
_____19 Home Economics
_____20 Voc. Agriculture
_____21 Business Education
_____22 Chemistry
_____23 Physics
_____24 Biology
_____25 D. C. T.
_____26 Trade & Indus. Ed.
_____27 Distributive Ed.
_____28 Driver Training & Safety Ed.

E _____050. Classroom Instructional Materials. Frequently used print and non-print materials on various difficulty levels are available to each classroom in sufficient amounts for each subject matter area.

Elementary

_____ 1 Language Arts
_____ 2 Mathematics
_____ 3 Science
_____ 4 Social Studies
_____ 5 Health & P. E.
_____ 6 Music
_____ 7 Art
_____ 8 Foreign Language
_____ 9 Industrial Arts

Secondary

_____10 Language Arts
_____11 Mathematics
_____12 Science
_____13 Social Studies

Secondary (Cont'd.)

_____14 Health & P. E.
_____15 Music
_____16 Art
_____17 Foreign Language
_____18 Industrial Arts
_____19 Home Economics
_____20 Voc. Agriculture
_____21 Business Education
_____22 Chemistry
_____23 Physics
_____24 Biology
_____25 D. C. T.
_____26 Trade & Indus. Ed.
_____27 Distributive Ed.
_____28 Driver Training & Safety Ed.

E _____051. Library Instructional Materials. Less frequently used print and non-print materials required for research and enrichment purposes are available in the school library in sufficient amounts for each subject matter area.

Elementary

_____ 1 Language Arts
_____ 2 Mathematics
_____ 3 Science
_____ 4 Social Studies
_____ 5 Health & P. E.
_____ 6 Music
_____ 7 Art
_____ 8 Foreign Language
_____ 9 Industrial Arts

Secondary

_____10 Language Arts
_____11 Mathematics
_____12 Science
_____13 Social Studies

Secondary (Cont'd.)

_____14 Health & P. E.
_____15 Music
_____16 Art
_____17 Foreign Language
_____18 Industrial Arts
_____19 Home Economics
_____20 Voc. Agriculture
_____21 Business Education
_____22 Chemistry
_____23 Physics
_____24 Biology
_____25 D. C. T.
_____26 Trade & Indus. Ed.
_____27 Distributive Ed.
_____28 Driver Training & Safety Ed.

E _____052. Budget for Supplies. There is an annual budget for consumable instructional supplies and materials for each subject matter area.

Elementary

_____ 1 Language Arts
_____ 2 Mathematics
_____ 3 Science
_____ 4 Social Studies
_____ 5 Health & P. E.
_____ 6 Music
_____ 7 Art
_____ 8 Foreign Language
_____ 9 Industrial Arts

Secondary

_____10 Language Arts
_____11 Mathematics
_____12 Science
_____13 Social Studies

Secondary (Cont'd.)

_____14 Health & P. E.
_____15 Music
_____16 Art
_____17 Foreign Language
_____18 Industrial Arts
_____19 Home Economics
_____20 Voc. Agriculture
_____21 Business Education
_____22 Chemistry
_____23 Physics
_____24 Biology
_____25 D. C. T.
_____26 Trade & Indus. Ed.
_____27 Distributive Ed.
_____28 Driver Training & Safety Ed.

R _____053. Use of Community Resources. A written plan for organized use of community resources is developed and implemented annually in each subject matter area.

Elementary

_____ 1 Language Arts
_____ 2 Mathematics
_____ 3 Science
_____ 4 Social Studies
_____ 5 Health & P. E.
_____ 6 Music
_____ 7 Art
_____ 8 Foreign Language
_____ 9 Industrial Arts

Secondary

_____10 Language Arts
_____11 Mathematics
_____12 Science
_____13 Social Studies

Secondary (Cont'd.)

_____14 Health & P. E.
_____15 Music
_____16 Art
_____17 Foreign Language
_____18 Industrial Arts
_____19 Home Economics
_____20 Voc. Agriculture
_____21 Business Education
_____22 Chemistry
_____23 Physics
_____24 Biology
_____25 D. C. T.
_____26 Trade & Indus. Ed.
_____27 Distributive Ed.
_____28 Driver Training & Safety Ed.

R _____054. **School-Wide In-Service Education.** The school staff annually participates in a planned program for in-service development of the professional staff members in each subject matter area.

Elementary

_____ 1 Language Arts
_____ 2 Mathematics
_____ 3 Science
_____ 4 Social Studies
_____ 5 Health & P. E.
_____ 6 Music
_____ 7 Art
_____ 8 Foreign Language
_____ 9 Industrial Arts

Secondary

_____10 Language Arts
_____11 Mathematics
_____12 Science
_____13 Social Studies

Secondary (Cont'd.)

_____14 Health & P. E.
_____15 Music
_____16 Art
_____17 Foreign Language
_____18 Industrial Arts
_____19 Home Economics
_____20 Voc. Agriculture
_____21 Business Education
_____22 Chemistry
_____23 Physics
_____24 Biology
_____25 D. C. T.
_____26 Trade & Indus. Ed.
_____27 Distributive Ed.
_____28 Driver Training & Safety Ed.

E _____055. **Pupil Evaluation — Knowledge and Skills.** Thorough evaluation procedures — achievement and diagnostic — are stated in the local curriculum guide or separate evaluation guide in each subject matter area.

Elementary

_____ 1 Language Arts
_____ 2 Mathematics
_____ 3 Science
_____ 4 Social Studies
_____ 5 Health & P. E.
_____ 6 Music
_____ 7 Art
_____ 8 Foreign Language
_____ 9 Industrial Arts

Secondary

_____10 Language Arts
_____11 Mathematics
_____12 Science
_____13 Social Studies

Secondary (Cont'd.)

_____14 Health & P. E.
_____15 Music
_____16 Art
_____17 Foreign Language
_____18 Industrial Arts
_____19 Home Economics
_____20 Voc. Agriculture
_____21 Business Education
_____22 Chemistry
_____23 Physics
_____24 Biology
_____25 D. C. T.
_____26 Trade & Indus. Ed.
_____27 Distributive Ed.
_____28 Driver Training & Safety Ed.

D _____056. **Pupil Progress Report.** Pupil progress reporting includes a plan for scheduled parent-teacher conferences.

Elementary

_____ 1 Language Arts
_____ 2 Mathematics
_____ 3 Science
_____ 4 Social Studies
_____ 5 Health & P. E.
_____ 6 Music
_____ 7 Art
_____ 8 Foreign Language
_____ 9 Industrial Arts

Secondary

_____10 Language Arts
_____11 Mathematics
_____12 Science
_____13 Social Studies

Secondary (Cont'd.)

_____14 Health & P. E.
_____15 Music
_____16 Art
_____17 Foreign Language
_____18 Industrial Arts
_____19 Home Economics
_____20 Voc. Agriculture
_____21 Business Education
_____22 Chemistry
_____23 Physics
_____24 Biology
_____25 D. C. T.
_____26 Trade & Indus. Ed.
_____27 Distributive Ed.
_____28 Driver Training & Safety Ed.

D _____057. **Content Flexibility.** Each local curriculum guide provides for planned alternative course content for individuals or groups of students with special needs (e.g., gifted, creative writing, and occupational interests).

Elementary

_____ 1 Language Arts
_____ 2 Mathematics
_____ 3 Science
_____ 4 Social Studies
_____ 5 Health & P. E.
_____ 6 Music
_____ 7 Art
_____ 8 Foreign Language
_____ 9 Industrial Arts

Secondary

_____10 Language Arts
_____11 Mathematics
_____12 Science
_____13 Social Studies

Secondary (Cont'd.)

_____14 Health & P. E.
_____15 Music
_____16 Art
_____17 Foreign Language
_____18 Industrial Arts
_____19 Home Economics
_____20 Voc. Agriculture
_____21 Business Education
_____22 Chemistry
_____23 Physics
_____24 Biology
_____25 D. C. T.
_____26 Trade & Indus. Ed.
_____27 Distributive Ed.
_____28 Driver Training & Safety Ed.

E _____058. **Teaching Techniques — Flexibility.** Each local curriculum guide makes provision for independent, small group, and total instruction within the class.

Elementary

_____ 1 Language Arts
_____ 2 Mathematics
_____ 3 Science
_____ 4 Social Studies
_____ 5 Health & P. E.
_____ 6 Music
_____ 7 Art
_____ 8 Foreign Language
_____ 9 Industrial Arts

Secondary

_____10 Language Arts
_____11 Mathematics
_____12 Science
_____13 Social Studies

Secondary (Cont'd.)

_____14 Health & P. E.
_____15 Music
_____16 Art
_____17 Foreign Language
_____18 Industrial Arts
_____19 Home Economics
_____20 Voc. Agriculture
_____21 Business Education
_____22 Chemistry
_____23 Physics
_____24 Biology
_____25 D. C. T.
_____26 Trade & Indus. Ed.
_____27 Distributive Ed.
_____28 Driver Training & Safety Ed.

D _____059. **Teaching Techniques — Discovery.** Teachers employ "discovery or research-type" teaching in classes in each subject matter area (e.g., individual or group research and reports, data collection and inference, and experimentation). (Note: Identify teachers and examples.)

Elementary

_____ 1 Language Arts
_____ 2 Mathematics
_____ 3 Science
_____ 4 Social Studies
_____ 5 Health & P. E.
_____ 6 Music
_____ 7 Art
_____ 8 Foreign Language
_____ 9 Industrial Arts

Secondary

_____10 Language Arts
_____11 Mathematics
_____12 Science
_____13 Social Studies

Secondary (Cont'd.)

_____14 Health & P. E.
_____15 Music
_____16 Art
_____17 Foreign Language
_____18 Industrial Arts
_____19 Home Economics
_____20 Voc. Agriculture
_____21 Business Education
_____22 Chemistry
_____23 Physics
_____24 Biology
_____25 D. C. T.
_____26 Trade & Indus. Ed.
_____27 Distributive Ed.
_____28 Driver Training & Safety Ed.

E _____060. **Textbooks.** Textbooks and other printed classroom instructional materials are suited to the course of study and are up-to-date.

Elementary

_____ 1 Language Arts
_____ 2 Mathematics
_____ 3 Science
_____ 4 Social Studies
_____ 5 Health & P. E.
_____ 6 Music
_____ 7 Art
_____ 8 Foreign Language
_____ 9 Industrial Arts

Secondary

_____10 Language Arts
_____11 Mathematics
_____12 Science
_____13 Social Studies

Secondary (Cont'd.)

_____14 Health & P. E.
_____15 Music
_____16 Art
_____17 Foreign Language
_____18 Industrial Arts
_____19 Home Economics
_____20 Voc. Agriculture
_____21 Business Education
_____22 Chemistry
_____23 Physics
_____24 Biology
_____25 D. C. T.
_____26 Trade & Indus. Ed.
_____27 Distributive Ed.
_____28 Driver Training & Safety Ed.

D _____061. The school has availed itself through workshop and/or individual school visits by the ETV utilization staff or other methods of communication, the services of the ETV utilization staff.

R _____062. The teachers using ETV have been provided with the necessary schedules, manuals and correlated materials in order to effectively use the medium.

	Number of Criteria				Minimum Affirmative Responses	
	R	E	D	Total	R	E
Standard 10 Curriculum	7	22	33	62	7	10*

* If summer school is offered for unit credit, a minimum of 14 affirmative "E" responses is required, resulting in a total of 33.
(Exception: Elementary schools must meet only 8 "E" criteria.

MINIMUM PLUMBING FIXTURE REQUIREMENTS

A. Number of drinking fountains.

(1) At least one fountain head shall be provided for each 75 elementary and each 100 high school pupils, or fraction thereof in the area to be served. Fountains shall be exclusive of playground fountains, lunchroom fountains, or other special purpose fountains.

B. Minimum number of commodes, lavatories and urinals.

No. of Pupils (each sex)	GIRLS				BOYS					
	Elementary		Secondary		Elementary			Secondary		
	Comm.	Lavs.	Comm.	Lavs.	Comm.	Urins.	Lavs.	Comm.	Urins.	Lavs.
50	2	2	2	2	2	2	2	2	2	2
60	2	2	2	2	2	2	2	2	2	2
70	3	2	2	2	2	2	2	2	2	2
80	3	2	3	2	2	3	2	2	2	2
90	4	2	3	2	3	3	2	2	2	2
100	4	2	3	2	3	3	2	2	2	2
110	4	2	4	2	3	4	2	2	2	2
120	5	2	4	2	3	4	2	3	3	2
130	5	2	4	2	4	4	2	3	3	2
140	6	2	4	2	4	4	2	3	3	2
150	6	3	5	2	4	4	3	3	3	2
160	6	3	5	2	4	5	3	3	3	2
170	7	3	5	2	4	5	3	3	3	2
180	7	3	5	2	5	5	3	3	3	2
190	8	3	6	2	5	5	3	4	4	2
200	8	3	6	2	5	6	3	4	4	2
210	8	4	6	2	5	6	4	4	4	2

NOTE: No single battery of toilets shall serve over 420 pupils, i.e., 210 boys and 210 girls.

FOR YOUR INFORMATION

Requirements For Georgia Schools

POLICIES (adopted, State Board of Education Meeting, December 21, 1966)

The minimum requirements for graduation from a Georgia public high school (grades 9-12) shall be as follows:

English	3 units
Social Studies (including 1 unit in U. S. History and government as legally required)	3 units
Science	1 unit
Mathematics	1 unit
Science or Mathematics	1 unit
TOTAL NUMBER OF REQUIRED COURSE UNITS	9 units
Electives	9 units
TOTAL NECESSARY FOR GRADUATION	18 units

ADDITIONAL COURSES TO BE OFFERED

The Board also re-states that in order to equalize educational opportunities for all Georgia children, all high schools are required to offer the following additional courses.

1 unit in Biology (including Human Biology)
1 additional unit in English
1 additional unit in Mathematics
1 unit in Physics
1 unit in Chemistry
2 units in one (1) foreign language
Vocational Subjects (Vocational Agriculture, Homemaking, Business Education, Diversified Cooperative Training, Trades and Industry, Distributive Education) as needed.

When a Subject is Offered—The Board considers a subject "offered" in a high school when it is officially listed in the program of study for that school and a teacher is available to teach it.

All High School Students Qualified to do so will graduate with not less than two (2) courses in Algebra, one (1) course in Chemistry and one (1) course in Physics. **Effective Date** shall be with classes beginning the school year (1967) and graduating in 1971.

THE ELEMENTARY SCHOOL

Each elementary school shall have a curriculum that provides as a minimum the following areas: Art, Health and Physical Education, Language Arts, Mathematics, Music, Science, and Social Studies. The

elementary school should also have such additional curriculum areas as Foreign Language and Industrial Arts.

THE JUNIOR HIGH SCHOOL

In the junior high school (grades 7-9) the curricular offering should include courses in each of the three years in:

English, Mathematics, Science and Social Studies which are closely coordinated with the elementary school and high school curriculum. Georgia history and government must be included in the social studies program.

Physical education, including health instruction equivalent to one year.

Art, Music, Foreign Language, Industrial Arts and Homemaking. (1) In organizing for instruction in these areas, and in order for all students to have an opportunity for exploration in many areas, twelve (12) to eighteen (18) week time periods should be planned. (2) Courses which have traditionally been reserved for the senior high may be offered without credit in the eighth grade.

THE SENIOR HIGH SCHOOL

To provide as well as equalize educational opportunities for all Georgia children, all high schools (grades 10-12) should offer in each of the three years courses in:

English, Mathematics, Science and Social Studies, Art, Music, Foreign Language, Physical Education, Driver Education, and Industrial Arts.

A basic prescribed program of courses in Vocational Education such as Agriculture where appropriate, Homemaking, Business Education, work-study subjects including Vocational Office Training, Distributive Education if possible, Diversified Cooperative Training, and in Trades and Industry where students are available in sufficient numbers.

FOR INFORMATION ONLY—we are requesting each school to indicate whether they do or do not offer a program in the areas listed below. The collection of this information has no relationship to any criterion in the Standards. Each criterion must be answered as fully and honestly as possible without regard to extraneous information or data.

THE ANSWERS TO STATEMENTS "a" THROUGH "o" WILL HAVE NO EFFECT ON THE CLASSIFICATION OF THE SCHOOL.

_____a Health & Physical Educ.
_____b Music
_____c Art
_____d Foreign Language

_____e Industrial Arts
_____f Home Economics
_____g Vocational Agriculture
_____h Business Education
_____i Chemistry
_____j Physics
_____k Biology
_____l D. C. T.
_____m Trade & Industrial Ed.
_____n Distributive Ed.
_____o Driver Training & Safety Ed.

LOGICALLY RELATED CRITERIA

Certain criteria contained in the Standards are inter-related and, therefore, the answers to these criteria must not be in conflict. We are listing below the specific criteria which must be answered "no" when certain other criteria are answered "no".

SYSTEM STANDARDS

Standard 1

When R-002 is no, D-003 must be no.

When R-002 is no, D-004 must be no.

When R-005 is no, E-006 must be no.

When R-005 is no, E-007 must be no.

Standard 2

When R-005 of Std. 1 is no, R-002 must be no.

Standard 3

When E-008 is no, D-009 must be no.

When D-012 is no, D-014 must be no.

SCHOOL STANDARDS

Standard 1

When E-006 of System Std. 1 is no, E-017 must be no.

When E-017 is no, E-018 must be no.

Standard 3

When R-010 is no, D-011 must be no.

Standard 4

When R-020 is no, D-022 must be no.

Standard 10

When R-001 is no, E-002 must be no.

When R-001 is no, D-003 must be no.

When E-044 is no, E-045, D-046, D-047, E-055, D-057, and E-058 must be no.

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